



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Operations Support Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

### **Department Assistant I Office of the Town Administrator/Select Board**

The Town of Millis is seeking applicants for an 18 hour per week, part-time clerical position for the Town Administrator/Select Board's Office. Weekly hours shall be flexible in accordance with the needs of the department. Some evening hours will be required. This is a SEIU Union, non-benefitted position.

Starting hourly wage \$19.38

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at [millisma.gov](http://millisma.gov). Completed job application and resume should be returned to the Town Administrator's Office Town at [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

POSTED 6/1/22  
Open until filled

*The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.*



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POSTED 6/1/22

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Town of Millis  
Department Assistant I /Minutes Taker

DEFINITION

Attends and/or records Select Board and Capital Committee meetings to record and transcribe meeting minutes. May set up Zoom and/or other recording devices prior to start of meetings.

SUPERVISION

Reports to the Assistant Town Administrator

JOB ENVIRONMENT

Performs work in typical office environment conditions or in various meeting locations. Office work to include answering phone calls, filing, assisting the public and other clerical duties as assigned . The noise level in the work environment ranges from quiet to moderate in the office and meeting rooms. May spend extended periods operating office equipment including but not limited to computer, digital recorder, telephone, and photocopier requiring eye-hand coordination and finger dexterity. Regular lifting and carrying of files, documents, records, etc. The work day often involves periods after normal office hours and the work schedule will be flexible.

Works with minimum supervision with a high level of accuracy and attention to detail, requiring the ability to independently complete assigned tasks in accordance with the given deadlines. Has contact in person and by phone with Board and Committee members and town personnel.

Requires high degree of discretionary judgement . Errors in judgement and not keeping information in confidence could result in adverse public relations.

ESSENTIAL DUTIES/RESPONSIBILITIES

Transcribes meeting minutes in the prescribed format in a timely manner and accurate basis.

Works with Board and Committee Chairs to prepare and post meeting agendas as required by law and on the town website. Prepares and distributes agenda packets via email to Board and Committee members prior to meetings.

Types and distributes minutes for review. Strong attention to detail required for accuracy of spelling, grammar and punctuation.

Corrects and maintains a library of minutes and related information and posts on the website in a timely manner.

Performs related office duties as may be required or assigned by the town administration.

#### RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience: High School degree or GED equivalent. Two years of office experience preferred. Experience in minute taking for public agencies helpful.

#### Critical Knowledge, Ability and Skills:

Knowledge of general office practices and procedures and Massachusetts Open Meeting Law.

Proficiency in Word.

Ability to follow instructions and complete tasks in timely fashion. Must be able to operate standard office equipment including copy machine, computer and telephone.

Must have ability to work independently with minimal supervision in a busy office environment. Excellent organizational skills required.

#### Physical Requirements

Moderate physical effort is generally required in performing functions required to perform work. Position requires manual dexterity and ability to walk, bend and reach to complete basic tasks. Requires ability to stand, sit and/or walk for the greater portion of the work day. Ability to operate keyboard at efficient speed is necessary.

05/2022